



Job Opportunity

State Controller's Office

Position: Accounting Technician

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: April 30, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-1741-013
Ref 0427.ACT3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Senior Accounting Officer (Supervisor), the Accounting Technician will perform the following technical accounting work in the maintenance of fiscal records. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Post, reconcile and prepare daily deposit for checks received;
- Post incoming checks and electronic fund transfers to the appropriate accounts;
- Post dividends to the appropriate income accounts;
- Assist in extracting claims account information from the Bureau's Unclaimed Property System database;
- Sort and distribute mail received for the Bureau;
- Assist with the assessments, and post penalties and interest to appropriate accounts;
- Review posting of securities certificates to the Securities Asset Accounting System, and identify and correct errors;
- Prepare financial statements;
- Research accounts and special research/accounting projects;
- Provide electronic ledger information to the Accounting Administrator that displays the information researched;
- Prepare general correspondence;
- Post weekly workload to electronic ledger.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 051-550-1741-013 Ref 0427.ACT3 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).